



Job Posting

Title: Security Officer (part-time)

*For more information on this part-time position, please contact Human Resources at employment@indianastatefair.com. To apply for this position, please visit <http://www.in.gov/statefair/fairgrounds/employment.html>, and send the posted application and your resume to the email address above. Thank you for your interest.

Position Summary

The purpose of this position is to patrol the Fairgrounds and check the security of buildings, investigate complaints, crimes and accidents, respond to medical emergencies and prepare necessary reports.

Essential Functions and Responsibilities

1. Patrol the grounds and check the security of the buildings and other public areas.
2. Open and close buildings and gates as directed or requested for staff and show producers; collect camping fees from visitors to the Indiana State Fairgrounds RV Campground.
3. Investigate auto accidents and crimes that occur on the Fairgrounds and prepare accurate written reports describing the events.
4. Deliver interoffice mail between departments and transport outgoing US Mail and UPS packages to the Mail Room in the Communications Building.

Skill Requirements

1. **Strong customer focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
2. **Decisive in action:** Able to stand by a decision, despite second-guessing or disagreement from others; takes quick action in a high-risk crisis; can assess a situation and make an optimal decision despite limited information.
3. **Strong computer skills:** Skill in the use of personal computers and related software applications, including MS Word, MS Windows Explorer, Adobe Acrobat, Adobe Reader and internet browsers.
4. **Excellent communication skills:** Able to clearly present information through the spoken or written word; reads and interprets complex information; talks with customers or clients; listens well.
5. **Excellent interpersonal relations:** Able to relate effectively to a wide range of people, personalities and demographics; is able to “connect” with others in a variety of circumstances so that people are able to feel a level of comfort and ease around that person.
6. **Strong conflict management:** Able to use a win-win approach to resolve controversy; stays objective and fair when dealing with sensitive situations.

Educational/Experience Requirements

- High school diploma or GED equivalent required.
- Three months of previous work or training as a security guard or law enforcement is preferred.

Job Complexity

This position requires some judgment in applying well-established procedures and methods.

Supervisory Responsibilities

None

Supervision Received

This position will receive routine supervision from the Security Supervisor. Work is performed under general guidelines, procedures and rules. Supervisor occasionally reviews work to ensure completion.

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